



**Alaska Air National Guard Announcement Number: AKANG 10-68**

**Position Title: Unit Education & Training Manager**

**AFSC: 3S271**

**Grade Requirement: MIN E-5 MAX E-7**

**Unit/Duty Location: 176 FSF, Kulis Air National Guard Base, Alaska**

**OPENING DATE: 3 June 2010**

**CLOSING DATE: 2 July 2010**

**WHO MAY APPLY/AREA OF CONSIDERATION: NATIONWIDE (ALL ALASKA AIR NATIONAL GUARD & THOSE ELIGIBLE FOR MEMBERSHIP IN THE ALASKA AIR NATIONAL GUARD)**

**AREA OF CONSIDERATION:** *Applications for this announcement (AKANG 10-68)* that will be forwarded for consideration will consist of all Alaska National Guard personnel who 1) currently hold the advertised AFSC at the advertised skill level, and meet the grade requirement listed above or 2) AKANG AGRs who meet the minimum criteria for retraining (specifications listed below) and meet the grade requirement or 3) personnel who are eligible to become members of the Alaska Air National Guard, possess the AFSC and meet the grade requirement. If you do not meet any of these criteria, your application will not be forwarded for consideration. If you do not meet either criteria, your application will not be forwarded for consideration.

### **SELECTING SUPERVISOR: MSgt Tracy Glaze**

Continues education and training (E&T) tasks for maintenance, operations, and support training; education services; curriculum development; and instructor activities. Develops, delivers, and evaluates E&T programs and oversees E & T activities.

### **Major duties may include:**

- Develops, delivers, and evaluates E&T programs
- Collects and analyzes job performance data, and conducts occupational analysis survey.
- Develops & validates standards
- Validates completed formal school applications; enters eligible personnel into upgrade training (UGT) and ensures continued eligibility for training
- Reviews ANG formal school allocations
- Coordinates with higher headquarters, as necessary to support formal school requirements for mandays and funding
- Assists students with preparations to enter school, including preparing orders and out processing students
- Processes students into the unit, and documents completion of training and award of skill level
- Monitors the Extension Course Institute (ECI)/Career Development Course (CDC) program in regard to ECI policies; provides advice to commanders, supervisors, and unit training managers on matters pertaining to ECI/CDC programs
- Enrolls personnel in CDC courses and monitors progress
- Conducts quarterly inventory of test materials
- Captures data and accomplishes automated updates to reflect changes that result in classification actions
- Maintains current computer-generated management information product listings of all personnel on (OJT)
- Processes Career Development Course (CDC) reactivation and re-enrollment requests in accordance with applicable guidance
- Develops, analyzes, oversees, and facilitates unit and individual training programs
- Performs in-processing and out-processing actions for personnel departing for, and returning from all service schools
- Prepares school tour orders Counsels members departing for active duty for training to ensure special requirements such as physical examinations, clothing, equipment and security clearances are met

**Highly Desirable:** Experience conducting or developing education or training programs.

### **Initial Eligibility Criteria: GENERAL 59**

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| ➤ For entry into this AFSC must possess prior qualification in any AFSC at the 5-skill level or higher (or 3-skill level if no 5-level exists) | ➤ For Award and Retention of AFSC's 3S251/71/91/00 must maintain an Air Force Network License IAW AFI 33-115, Vol. 2 | ➤ For entry, award, & retention of these AFSCs, ability to speak distinctly. |
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**Applicants need to submit Current Records Review Rip (vMPF RIP)\***

**\*See page 2 for All Required Documentation needed**

<b>Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities</b>	<b>Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program</b>	<b>Applicant must be medically qualified IAW AFI 48-123. Induction physical must be conducted not more than 24 mos prior to entry on AGR duty</b>
Applicants must meet the fitness assessment standards at the time they are placed into the AGR program	Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Overgrade applicants must indicate in writing their willingness to be administratively reduced in rank if assigned to the position. Package will not be forwarded without statement.	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an enlisted member's ETS or an Officer's MSD
<b>Applicants must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered on a case-by-case basis for exceptional circumstances. "</b>	<b>If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee</b>	<b>Any further questions regarding the AGR program may be answered in ANGI 36-101.</b>

**APPLICATION PROCEDURES:** Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Fort Richardson, AK 99505-5800**. Complete applications must be received in HRO-AGR office no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received that are not signed will not be forwarded for consideration. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the application package **must include at least the NGB-34-1**. Items 2-7 are *requested by the selecting supervisor*. If the requested documents are not submitted, you may include a letter of explanation. NO STAPLES PLEASE

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position)
2. CURRENT Fitness Test
3. Worldwide Deployability statement (from clinic)
4. Records Review RIP
5. Resume
6. Last 3-5 EPRs or performance evaluations

**QUESTIONS:**

The HRO Liaison- 176th Wing - MSgt Kelly Shewfelt 907-249-1310 (DSN 317-626-1310)  
To verify receipt of application, you may call 907-428-6457 (DSN 317-384-4457)

**THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

Eligible applicants will be considered without regard to race, sex, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and MOS some positions may have gender restrictions.